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c. The CSDOs screen all outgoing cables. The CSDOs must decide whether the cable contains national policy statements (if so, the cable must be personally released by the Director's Office). He must insure that the subject matter is legitimate cable material, that the Security classification is appropriate, that the working is clear, that [REDACTED] are correctly used, that the message has been properly released and signed and that it is in conformance with CIA [REDACTED]

d. The CSDO acts as Clandestine Services Duty Officer on a 24-hour a day, 7-day a week basis. This responsibility involves notifying interested officers in the DD/P complex upon receipt of high-precedence traffic. Messages must be judged on their content and on existing "alert" items as submitted by the various offices within the Agency. The CSDO must take action on information received from the CIA Watch Officer in the Office of Current Intelligence. The CSDO must pass the information to the appropriate office within the DD/P complex. As Clandestine Services Duty Officer, the CSDO must refer any incoming phone calls, visitors, or requests from any source to the appropriate person in CIA. The CSDO is responsible for servicing any "alert" items, keeping originators of these items informed of any information received on them.

e. The CSDO is also responsible for supervising the final disposition of "DD/I Suspense" items, at the same time making whatever contacts are necessary with the various area divisions in regard to clarification of these items and also further disposition thereof.

f. The CSDOs maintain a log of messages selected for the DCI and insures that this material is handled on a priority basis.

g. The CSDOs maintain, on a 24-hour basis, a daily journal of events, whereon all happenings are recorded for submittal to the Cable Secretary at the opening of business every morning.

h. The CSDOs maintain a file of instructions and directives affecting the operation of the Message Center. The CSDOs are also responsible for briefing each succeeding shift of all happenings and events in the Message Center.

i. The CSDOs exercise general supervisory authority over all Message Center personnel, insuring that the traffic flow is continuous and speedy. Directs the assignment of personnel, on a temporary basis to effect an orderly and even flow of traffic throughout each processing step from the time a message is received until it is delivered to the addressee.

j. The CSDO prepares in final draft form any proposed Standard Operating Procedures or Memoranda needed to accomplish the mission of the Message Center.

k. The CSDO maintains supervision over the Message Center Cable Files and directs destruction of obsolete files in accordance with prescribed directives.

l. The CSDOs assign "BURN" teams and enforce physical security measures throughout the Message Center.

m. The CSDOs maintain a log which reflect the fall and flow of traffic through the Message Center. This log allows the CSDO to determine where any back-log is developing, and guides him in shifting personnel to the sections where help is needed on a "crash" basis.

n. The CSDO supervises and develops Assistant CSDO's insuring that they receive a complete briefing and training in the functions of the CSDOs.

o. The CSDO supervises the maintenance and control of the Message Center cryptonym/pseudonym sensitive card files.

p. The CSDO utilizes the statistical records compiled by the Chief, Reproduction, Mail and File Section in order to interpret traffic flow in terms of personnel requirements necessary to operate the Message Center at any given time.

q. The CSDO, in the event of an emergency, supervises the physical securing the Message Center. This involves securing all classified material in safes provided for that purpose.

3. ROTATION REQUIREMENTS:

- a. Alternate day and night shifts each week.

4. MENTAL DEMANDS

As the CSDO must keep his attention upon every phase of Message Center duties, his position is nerve-wracking. The mental demands are continuous from the time the CSDO enters on a tour of duty until completion of the tour. The CSDO must exercise judgment, initiative, and originality. He must make frequent decisions during his tour of duty, often making these decisions without benefit of directive or precedent. He must consider the many possible courses of action and decide on the one best for a given set of circumstances.

5. PERSONAL WORK CONTACTS

The level of contact between the CSDO and the various officers of the Agency is high and the contacts are frequent. Contact with Agency officials means Division Chiefs, Staff Chiefs, the Director's Office (in the absence of the Cable Secretary, and other high-level persons.) The CSDO should always have the answer to any inquiry regarding cables. The CSDO must display tact, diplomacy, forcefulness, clarity of expression and mature judgment.

6. JOB PROGRESSION

Outstanding performance of duties as a CSDO lead to consideration for higher positions within the Cable Secretariat should such positions become available.